



We All Belong AmeriCorps* State Program

Hosted by the City of Burlington's Community and Economic Development Office

Vermont's population is becoming more diverse and reflective of a global citizenry. The We All Belong Program works with Burlington area non-profits, schools and city departments to help create inclusive workplaces and to offer more culturally competent services, events and programming for Burlington's increasingly diverse community. The City of Burlington seeks to address issues of race and gender inequity by making organizational shifts in programs and services. AmeriCorps* State members support these shifts by serving with a participating agency as a full or part-time volunteer.

Position Title: Volunteer and Member Engagement Coordinator

Organization: Local Motion

Deadline: Open until filled

Description

One of Local Motion's goals for 2015 is to adopt a much more inclusive approach to how we recruit and train volunteers, engage with our existing members, and expand our member base. This AmeriCorps position will play a key role in inspiring a greater diversity of people to join and/or volunteer for our organization, as well as in equipping our members and volunteers to engage effectively with the full diversity of our community. We are looking for someone who gets energized by connecting with people (both in person and online), is good at creating systems and keeping things organized, and prefers a bustling, friendly office environment to an "out-in-the-field" position.

Key Responsibilities

1. Develop and implement outreach strategies for inspiring people to volunteer with Local Motion, with a focus on broadening the socioeconomic and cultural diversity of Local Motion's volunteer base
2. Develop and then lead the implementation of a volunteer training program designed to increase volunteers' cultural competence at the same time as it gives them the task-specific skills they need for their area of volunteering
3. Provide volunteers and the programs they volunteer for with logistical support and follow-through that they need to be effective in a wide range of contexts as well as feel a sense of connection to Local Motion and its mission
4. Respond to member concerns and queries, assist with member mailings and other logistics, manage the member newsletter, and conduct member outreach in underrepresented communities

Skills and Qualifications

- Excellent interpersonal skills and experience working with people from a diversity of background and experience
- Familiarity and comfort with computers and common office software
- Familiarity with web-based communications and information management systems
- Willingness to do a significant amount of office-based work, with the majority of their time spent on the computer, making phone calls, and the like
- Experience managing lots of details and logistics
- Passion for being active and outdoors and basic knowledge of bikes and biking

Commitment and Benefits

Part Time AmeriCorps positions are 900 hours of service from January 2015 thru August 2015. Part time benefits include a \$6,519 living allowance and a \$2,822 Education Award. We All Belong AmeriCorps* members join a team of 16 other members, each serving in agencies and organizations across the Burlington, VT area.

If you need an accommodation please call 802-865-7144 or for more information on the program see our website:
<http://www.burlingtonvt.gov/CEDO/AmeriCorpsState-Program>

How to Apply

Position open until filled. Please email resume, cover letter, two references, and a one-page writing sample to Francine Serwili-Ngunga at fngunga@burlingtonvt.gov. PDF format preferred, Word acceptable